



# Land Use Intent Form Application Checklist

Town of Vermont, 4017 County Road JJ, Black Earth, WI 53515

## ZONING CHANGE AND / OR LAND DIVISION

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|--------------------------|--|--|
| <input type="checkbox"/> | Contact Plan Commission Secretary to schedule site visit and meeting date.   |  |
| <input type="checkbox"/> | Read the Town of Vermont Land Division Ordinance BEFORE you submit the Land Use Intent form.                               |  |
| <input type="checkbox"/> | Determine current zoning of the property.  | <a href="https://accessdane.countyofdane.com/">https://accessdane.countyofdane.com/</a><br>Dane County Zoning Division<br>608-266-4266<br>zoning@countyofdane.com  |
| <input type="checkbox"/> | Determine needed zoning category.  | <a href="https://plandev.countyofdane.com/zoning/rezone.aspx">https://plandev.countyofdane.com/zoning/rezone.aspx</a><br>Dane County Zoning Division<br>608-266-4266   |
| <input type="checkbox"/> | Begin process with Dane County at the same time as you begin the process with Town of Vermont.                             | <a href="https://plandev.countyofdane.com/zoning/pdf/Rezone_Application.pdf">https://plandev.countyofdane.com/zoning/pdf/Rezone_Application.pdf</a>  |
| <input type="checkbox"/> | If rezoning to residential (SFR, RR or RM) must also apply for home site approval.   |  |
| <input type="checkbox"/> | Verify potential development rights associated with property via density study through Dane County and/or Town of Vermont. | Dane County Zoning Division<br>608-266-4266<br>zoning@countyofdane.com   |
| <input type="checkbox"/> | Complete Land Use Intent Form.   | <a href="https://www.vermonttownship.com/land-use/Land_Use_Intent_Application_Form">https://www.vermonttownship.com/land-use/Land_Use_Intent_Application_Form</a>  |
| <input type="checkbox"/> | Schedule site visit with Town of Vermont Plan Commission.  | plancommission@townofvermont.com<br>608-767-3953   |
| <input type="checkbox"/> | Submit surveyor's map (preliminary map is acceptable) showing the items at right:  | <ul style="list-style-type: none"><li>• The property from which the rezone parcel is to be divided</li><li>• The rezone parcel, with dimensions and locations of corners</li><li>• Acreages of the existing property and the rezone parcel</li><li>• The location of the property relative to adjacent and nearby properties</li></ul> |

## ZONING CHANGE AND / OR LAND DIVISION - continued

- Attend Town of Vermont Plan Commission meeting.

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- Obtain Plan Commission approval.

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- Attend Town Board meeting.

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- Obtain Town Board approval.

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- Confirm that Town Clerk submits Town Board Action Report to Dane County.

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- Pay fee -- Make check payable to Town of Vermont. <https://www.vermonttownship.com/land-use/fees>

## HOME SITE APPROVAL

- Contact Plan Commission Secretary to schedule site visit and meeting date. [plancommission@townofvermont.com](mailto:plancommission@townofvermont.com)  
608-767-3953

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- Read the Town of Vermont Land Division Ordinance BEFORE you submit the Land Use Intent form. [http://www.vermonttownship.com/Documents/Ordinances/Ch\\_7%20Land%20Divisions.pdf](http://www.vermonttownship.com/Documents/Ordinances/Ch_7%20Land%20Divisions.pdf)

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- Determine current zoning of the property. <https://accessdane.countyofdane.com/>  
Dane County Zoning Division  
608-266-4266  
[zoning@countyofdane.com](mailto:zoning@countyofdane.com)

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- Confirm property is currently zoned in the SFR, RR, or RM category. If not, begin the zoning change process.

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- Verify potential development rights associated with property via density study through Dane County and/or Town of Vermont.  
Dane County Zoning Division  
608-266-4266  
[zoning@countyofdane.com](mailto:zoning@countyofdane.com)  
[plancommission@townofvermont.com](mailto:plancommission@townofvermont.com)  
608-767-3953

## HOME SITE APPROVAL - continued

Complete Land Use Intent form.

[Land Use Intent Application Form](#)

Note: If you are planning a driveway, it is most efficient to submit request at the same time as the home site approval request.

In preparation for the Plan Commission site visit, stake the four corners of the building envelope.

Confirm that proposed home site meets Town of Vermont standards.

1. The minimum lot size for any home in Town of Vermont is two (2) acres.
2. All lots require either sixty-six (66) feet of road frontage or a sixty-six (66) foot legal easement.
3. The Town regulations also prohibit building in Resource Protection areas or floodplains and there is a twenty-eight (28) foot height restriction in the Town's designated Ridgetop Protection Area.

Submit site plan with Land Use Intent Form that shows the following:

- Boundaries of the parcel.
- Location of the property relative to adjacent and nearby roads.
- Location of the proposed home site, with dimensions to the boundaries of the parcel. The home site should be located within a maximum 100'x150' envelope.
- GPS coordinates of the four corners of the home site envelope.
- Location of any other proposed structures.
- Location of existing structures.
- Location of any existing or proposed private sewage system.
- Location of existing and proposed driveway(s), with dimensions to property boundaries and GPS coordinates on the centerline:
  1. Where it enters the public road.
  2. Every 50 feet.
  3. Where it enters the home site envelope.
- Percentage and direction of slopes at the home site and driveway locations.
- Tillable land and wooded areas.
- Location of ridgelines (Ridgetop Protection Area), if any.
- Location of any surface water within 1,000 feet of any land to be disturbed.

## HOME SITE APPROVAL - continued

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|--------------------------|---|--|
| <input type="checkbox"/> | Schedule site visit with Town of Vermont Plan Commission.   | plancommission@townofvermont.com<br>608-767-3953   |
| <input type="checkbox"/> | Attend Plan Commission meeting.   |  |
| <input type="checkbox"/> | Obtain Plan Commission recommendation for approval.   |  |
| <input type="checkbox"/> | Attend Town Board meeting.  |  |
| <input type="checkbox"/> | Obtain Town Board approval.   |  |
| <input type="checkbox"/> | Pay fee. Make check payable to Town of Vermont.   |  |
| <input type="checkbox"/> | Submit zoning permit application to Dane County Zoning.   | <a href="https://plandev.countyofdane.com/zoning/zoning_permit.aspx">https://plandev.countyofdane.com/zoning/zoning_permit.aspx</a><br><br>Sanitary permit: Contact Public Health Madison/ Dane County <a href="https://www.publichealthmdc.com/environmental-health/licensing-permits/water-well-septic/private-septic-systems">https://www.publichealthmdc.com/environmental-health/licensing-permits/water-well-septic/private-septic-systems</a><br><br>Determine if erosion control or stormwater management permits are required. Contact Dane County Water Resource Engineering <a href="https://wred-lwrd.countyofdane.com/">https://wred-lwrd.countyofdane.com/</a> , <a href="https://wred-lwrd.countyofdane.com/documents/Images/InfoSheet.pdf">https://wred-lwrd.countyofdane.com/documents/Images/InfoSheet.pdf</a> |
| <input type="checkbox"/> | Submit building permit to Town of Vermont (Johnson Inspection) once Dane County Zoning permit obtained. |  |

## DRIVEWAY PERMIT APPLICATION

- |                          |   |   |
|--------------------------|---|---|
| <input type="checkbox"/> | Contact Plan Commission Secretary to schedule site visit and meeting date.                | plancommission@townofvermont.com<br>608-767-3953  |
| <input type="checkbox"/> | Review the Town of Vermont Driveway Ordinance BEFORE you submit the Land Use Intent form. | <a href="https://www.vermonttownship.com/land-use/driveways-field-roads">https://www.vermonttownship.com/land-use/driveways-field-roads</a>   |
| <input type="checkbox"/> | Are you planning minor maintenance?   | Minor maintenance is defined as any work that does not require excavation and that disturbs less than 500 square feet of land area outside the existing roadway? If this is the case, no driveway permit is required. |

## DRIVEWAY PERMIT APPLICATION - continued

- Are you planning work that exceeds minor maintenance but that changes the existing grade by less than three feet and disturbs less than 2,000 square feet of land?
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- If this is the case, your work is considered "Driveway Improvement."
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- Are you planning work that changes the existing grade by three (3) feet or more and disturbs 2,000 square feet or more of land? If this is the case, your work is considered driveway construction. Follow all steps listed to the right:
- Create site map with GPS coordinates every 50 feet on centerline starting at the road and ending at the building envelope
  - Place flags that correspond with all GPS coordinates in preparation for Driveway committee site visit
  - Submit Land Use Intent Form
  - Attend Plan Commission Meeting & obtain Plan Commission approval
  - Pay fee – Make check payable to Town of Vermont
- Upon completion of the driveway, it will be inspected by the driveway committee for conformance with the plan. Re-inspection will continue until conformance is achieved.
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- Determine current zoning of property. <https://accessdane.countyofdane.com/>
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- Does proposed or current driveway enter a county highway? Review Dane County requirements and obtain access permit. <https://pwht.countyofdane.com/admin/permits.aspx>
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- Does proposed or current driveway enter a state road? Review Wisconsin Department of Transportation requirements and obtain permit. <https://wisconsin.gov/Pages/doing-business/real-estate/permits/sth.aspx>
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- Will over 20,000 square feet of new impervious area be added? If this is the case, contact Dane County regarding storm water management/erosion control plan requirement. Stormwater management permit required. Contact Dane County Water Resource Engineering <https://wred-lwrp.countyofdane.com/>
- <https://wred-lwrp.countyofdane.com/documents/Images/InfoSheet.pdf>
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- Will more than 4,000 square feet of land be disturbed, or will more than 125 lineal feet of new driveway be constructed? Erosion control permit required. Contact Dane County Water Resource Engineering <https://wred-lwrp.countyofdane.com/>
- <https://wred-lwrp.countyofdane.com/documents/Images/InfoSheet.pdf>

## DRIVEWAY PERMIT APPLICATION - continued

- Submit Land Use Intent Form for Driveway Construction permit. [Land Use Intent Form Application](#)
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- Complete driveway construction plan which includes the items note to the right:
- Location of existing and proposed driveway(s), with dimensions to property boundaries
  - GPS coordinates on the centerline (1) where it enters the public road, (2) every 50 feet (3) where it terminates
  - Location of any stream, wetland or other surface water within 1,000 feet of land to be disturbed
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- Place flags that correspond with all GPS coordinates in preparation for Plan Commission site visit.
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- Submit Land Use Intent Form for Driveway Construction permit. [Land Use Intent Form Application](#)
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- Attend Plan Commission meeting.
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- Obtain Plan Commission recommendation for approval.
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- Attend Town Board meeting.
- 
- Obtain Town Board approval.
- 
- Pay fee. Make check payable to Town of Vermont. <https://www.vermonttownship.com/land-use/fees>

Complete driveway construction within three (3) years of board approval date or a new permit will be required.

## CONDITIONAL USE PERMIT

- Determine current zoning of the property and whether or not it allows for your intended or conditional use. <https://accessdane.countyofdane.com/>
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- Complete Conditional Use Permit application. <https://www.vermonttownship.com/land-use/conditional-use-permits>

## CONDITIONAL USE PERMIT - continued

- Submit surveyor's map (preliminary map is acceptable) showing the items to the right:
- The property in which the CUP parcel is located
  - The CUP parcel, with dimensions and locations of corners
  - Acreages of the existing property and the CUP parcel
  - The location of the property relative to adjacent and nearby roads
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- Attend Town of Vermont Plan Commission meeting.
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- Obtain Plan Commission recommendation for approval.
- 
- Attend Town Board meeting.
- 
- Obtain Town Board approval.
- 
- Pay fee. Make check payable to Town of Vermont.

For a list of applicable CUP fees, visit:  
<https://www.vermonttownship.com/land-use/fees>